



Washington State Department of  
**Enterprise Services**  
REAL ESTATE SERVICES

## MARKET SEARCH

The State of Washington, acting through the Department of Enterprise Services (DES), and on behalf of the agency referenced below, is seeking to lease space as defined in this document.

### **Project Information**

**Project #:** 19-10-304  
**Agency:** Pollution Liability Insurance Agency (PLIA)  
**Location:** Thurston County, Washington  
**Square footage:** 5,198 BOMA Rentable square feet (RSF) of Office Space  
**Date posted:** 3/11/2020  
**Desired term:** 5 year proposal required, will consider proposals of 10 years  
**Occupancy desired:** July 1, 2020 or as soon as possible

### **DES Real Estate Services (RES) Contact Information**

**Leasing Agent:** Michelle Shepler  
**Email:** michelle.shepler@des.wa.gov  
**Phone number:** 360-407-9350  
**Mailing Address:** 1500 Jefferson Street SE  
PO Box 41468  
Olympia, WA 98504-1468

### **Geographical Areas of Consideration:**

Properties for consideration shall be located in the following preferred areas: Thurston County area.

**Attachments:** [Appendix A Leased Space Requirements](#)  
[Appendix B New Space Addendum](#)  
[Appendix C Space Planning Data](#)  
[Appendix D Definitions](#)  
[Appendix E Lease Standard](#)

### **General Considerations:**

- a. Space should meet the RES definition of "Existing Space." See Appendix D, "Definitions" for RES definition of "Existing Space," "Space Under Construction," or "Planned Space."
- b. Parking count must meet the requirements established in the municipal code for the intended use, unless otherwise indicated.
- c. Lease will be written on the State of Washington's approved lease documents. See Appendix E, "Lease Standard."

**Location Characteristics:**

The agency has identified certain key location features for delivery of their services, including but not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area. Proposed sites should be within the PLA.
- b. Preference may be given to a locations that are in close proximity to existing public transportation route or routes. Additionally, proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the agency.
- c. Facilities located outside of the 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous to the agency.
- d. Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

**Building Characteristics:**

- a. Please refer to Appendix C, "Space Planning Data" for specific program requirements. The program and layout will be adapted to the selected facility during the design process.
- b. Please refer to Appendix A, "Leased Space Requirements" for general performance requirements and specifications, and Appendix B, "New Space Addendum" for specific site, building, and minimum tenant fit-up requirements.
- c. The agency is requesting Conference room, Focus rooms, Collaboration space, Kitchen/breakroom, Janitor closet, Supply room, and File room.